

DD/S&T 0616-64

MEMORANDUM FOR: Chief, Procurement Division, OL

SUBJECT : Bi-Weekly Status Reports

1. For proper planning, this Directorate requests, on a bi-weekly basis, a status report to cover all current and outstanding requisitions for contract action forwarded to your office.
2. This status report should include the stage of processing of the requisition within the Procurement Division, or the most recent phase of the negotiations, if commenced; possible difficulties which will result in any delay in finalising relationships and the estimated date the contract will be forwarded to the contractor for signature.
3. We have attached to this memorandum a listing of what our records disclose as outstanding as of this date.
4. It would be highly desirable if the submission of these reports were to commence on or before 15 March 1964 and continue on a regular basis for every two weeks thereafter.

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Chief, Administrative Staff
DD/S&T

Attachment

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